

Aspiring Manager Development programme



Association
of Electoral
Administrators

Aim

To support people to fulfil their potential.

Objectives

1. How to understand the local political context in which local government managers operate and to manage political sensitivities
2. To understand the tools and techniques to support you to manage change more effectively
3. To identify and develop your leadership style so that you are able to motivate and engage staff, including temporary employees
4. How to encourage ongoing learning and development in a team, and how to manage under performance
5. Understand the importance of emotional intelligence and how to manage your reactions and behaviours in challenging situations
6. Understand the differences between strategic and operational thinking and how to link your council's strategic plan to the work you do

Who is this course for?

This programme is for those who work in electoral services and aspire to becoming an electoral services manager, and those who manage electoral services and now wish to further develop within local government. It will also help existing managers grow into their role.

Course overview

The programme will deliver one module per month over a period of six months.

Emotional Intelligence (EQ) - This session will focus on the power of EQ and how the best managers and leaders use it to help them be the best version of themselves. Improving and growing your EQ will help and enable you to become more self-aware. It will help you to improve your self-management techniques such as how to manage your reactions and behaviours in challenging situations. It will help boost your social awareness and confidence. Crucially for those aspiring to manage and lead great teams, EQ will help you to become more influential.

Political Acumen - This module will highlight the political sensitivities of the role of a local government manager. It will look at the importance of understanding the national and, most importantly, the local political context in which you operate. It will look at how to anticipate and manage competing political demands and to consider the political context when you make decisions.

Your Leadership Role - This session will focus on you as a leader, helping you to identify and form the leadership styles you'd like to implement as a manager. The session will focus on how to motivate teams and individuals, how to create positive and productive cultures and how to become the engaging manager employees desire.

Course overview cont.

Managing Performance - This session focusses on one of the most crucial roles of a manager – the ability to manage performance. The session will identify ways to lead, motivate and engage. It will focus on the management tools and techniques required to plan, distribute, and monitor the work. The session will also

- help you to identify how to encourage constant learning and development amongst a team
- consider how to handle poor behaviour
- think about how to approach under performance
- look at micro-management and the pitfalls associated with it
- help you understand the importance of regular, impactful 1:1s between a manager and a team member
- explain how to set effective goals and how to monitor them

Managing Change - This session will focus on your role as a manager and leader when it comes to change. Our sector has never experienced change at the pace and complexity that it has in the last few years. Managers play a crucial role when it comes to supporting people through change and managing the processes around it. The session will focus on the theories connected to change and offer tools and techniques to manage change more effectively.

Strategic Thinking and Effective Decision Making - This session will help you to identify the differences between strategic and operational thinking. Throughout the course you'll test strategic thinking against your current role to see how things look differently in a strategic context. We'll talk about council's strategic plans and understand how they link to what we deliver on a day-to-day basis. As part of this session, we'll also gain an understanding of some of the theory behind strategy as well as look at how strategy can enable more effective decision making.

November	Emotional Intelligence (EQ)
December	Political Acumen
January	Your Leadership Role
February	Managing Performance
March	Managing Change
April	Strategic Thinking and Effective Decision Making

The course will be delivered by [Richard Wills](#), a management and leadership training specialist with extensive experience managing and leading in local government.

Each module will be delivered online in a 3-hour session, with one module delivered each month.

Every module will provide you with an opportunity to interact and to share your ideas and experiences to help shape the discussion. The same cohort will be on each module enabling you to form career length networks and provide each other with ongoing support.

All delegates will receive a programme workbook that will complement the course content to help support continued learning and implementation of their new skills and knowledge.

Dates and venues

Dates – all modules delivered online via Microsoft Teams

Module 1 – Wednesday 29 January 2025

Module 2 – Thursday 13 February 2025

Module 3 – Tuesday 11 March 2025

Module 4 – Wednesday 2 April 2025

Module 5 – Thursday 15 May 2025

Module 6 – Tuesday 10 June 2025

Cost

AEA Member

AEA member – £450 (plus vat)

Non-Member

Non-member – £562.50 (plus vat)

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

Terms and conditions

Cancellation

No refund will be given for any individual module. If you cannot attend the entire programme the following charges will apply:

- Less than two weeks before the first session 100%.
- Less than four weeks before the first session 60%
- More than four weeks before the first session £20.

If for any reason the programme is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email training@aea-elections.co.uk to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)